

User Manual

ExcelContacts

Version 2.4



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1 EXCELCONTACTS OVERVIEW

ExcelContacts is not only the best way to transfer contacts to and from your iPhone without iTunes ---it's the only way! No other app lets you so easily control your iPhone's most valuable data.

Features:

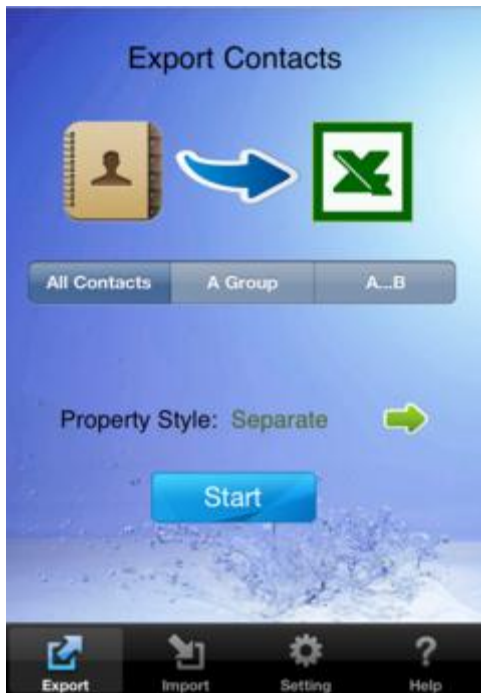
- Update, modify and maintain your contacts easily and conveniently on your computer using Excel, Open Office or any other Excel-compatible application.
- ExcelContacts sends all of your contacts to you from your iPhone in a convenient zip file by email, USB, or through a webpage seen only on your local wifi network! Contact photos are sent, too!
- Never again rely on iTunes as your only local source of back up. Nor do you need to share your contacts with Yahoo or Google in order to have a backup. ExcelContacts' zip file contains ALL of your contacts in a convenient, easy format.
- ExcelContacts protects you from iTunes sync accidents which can delete your contacts if, for example, you no longer have access to an Exchange server.
- Restoring or changing contacts from the spreadsheet is as simple as uploading the file to your phone via USB, email or web. It couldn't be easier.
- You can print a hardcopy of your iPhone contacts.
- You can now export iPhone contacts to an Excel file which can then be imported to Outlook Contacts directly.
- You can also import contacts from an Excel file that has been exported from Outlook to your iPhone.
- You can now export iPhone contacts to a csv file (Gmail format) which can then be imported to Gmail Contacts directly.
- You can upload export files to Dropbox or download import files from Dropbox.
- You can password protect your export file.
- All Contact fields except Ringtones can be exported / imported.
- You can organize your contacts into groups easily on a spreadsheet and also assign a contact to multiple groups.
- You can remove all iPhone contacts or groups before importing your organized contacts.
- ExcelContacts can support 10,000+ contact entries.

2 BASIC OPERATIONS

2.1 Export Contacts

2.1.1 Export iPhone contacts and photos to PC via USB

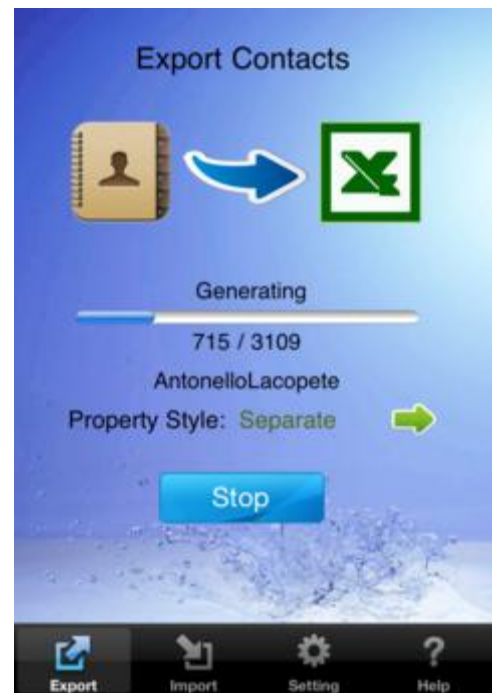
Step 1: Launch ExcelContacts app and tap the Start button in export screen.



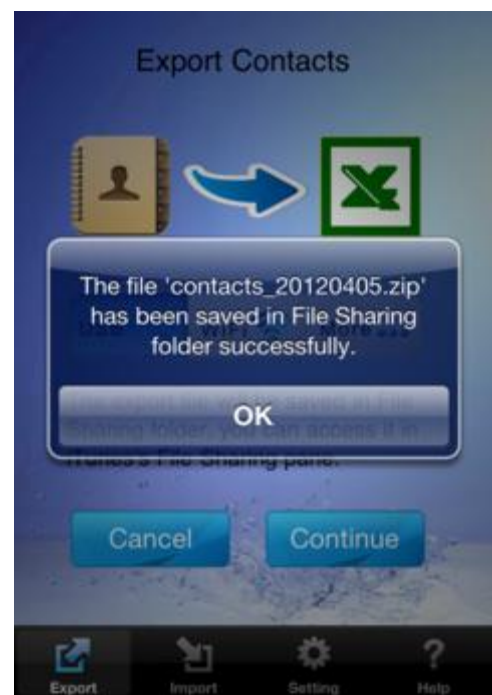
Step 3: Select the "USB" export option.



Step 2: Wait until the app generates the export file. There is a progress bar during the export.



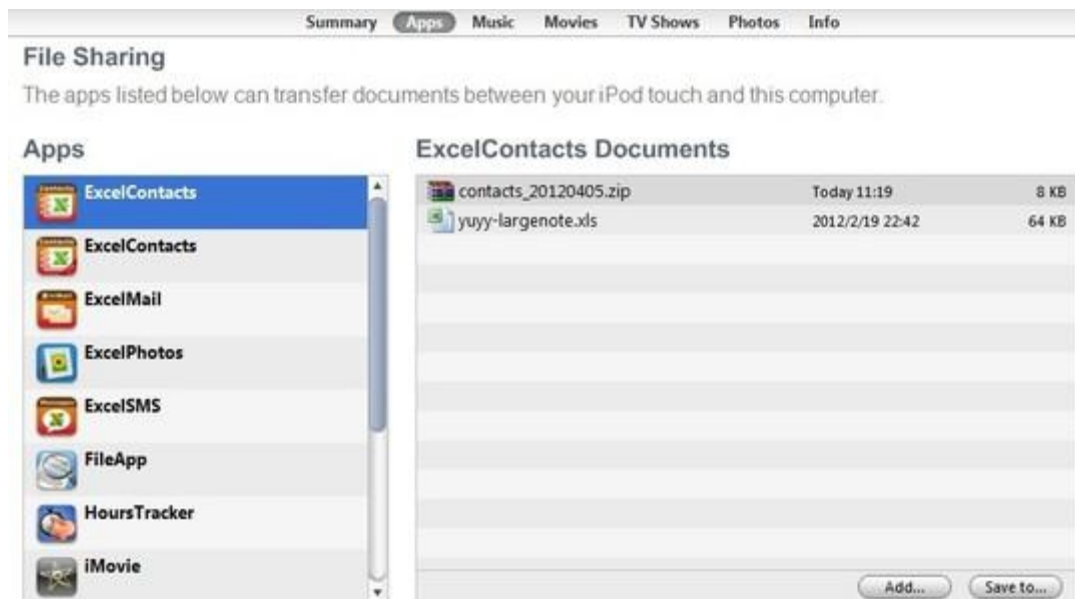
Step 4: Wait until the export file was saved in File Sharing folder successfully.



Step 5: Access the export file in iTunes.

1. Connect your iPhone to your computer via the Dock Connector USB cable.
2. Launch iTunes and go to the Apps tab for your iPhone. Scroll down to the File Sharing section at the bottom of the window.
3. From the left column of the File Sharing section, select ExcelContacts app.
4. From the right column, select the export file you want to transfer. Click the **Save to...** button.
5. Alternatively, you can drag the desired document to any Finder location.

Step 6: The last step is to wait. There will be several seconds lag, as iTunes prepares to do the transfer. Finally, iTunes initiates a sync and copies the selected file to your computer.

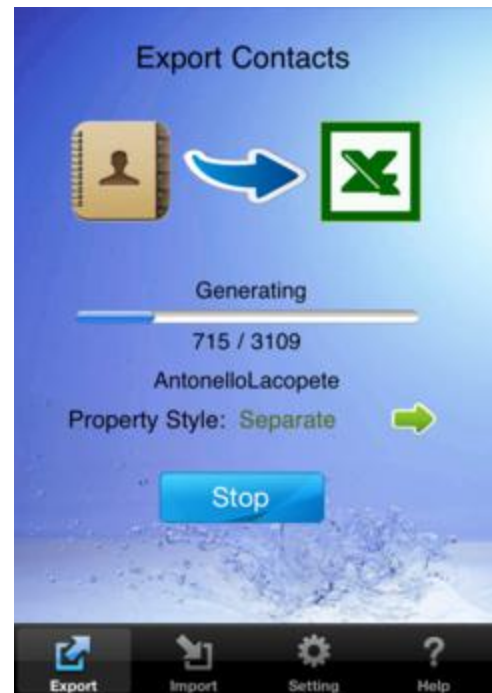


2.1.2 Export iPhone contacts and photos to PC via Wi-Fi

Step 1: Launch ExcelContacts app and tap the Start button in export screen.



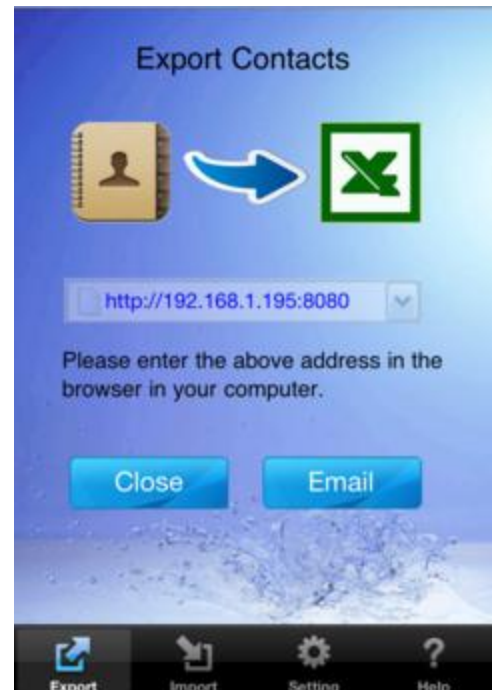
Step 2: Wait until the app generates the export file. There is a progress bar during the export.



Step 3: Select the "Wi-Fi" export option.



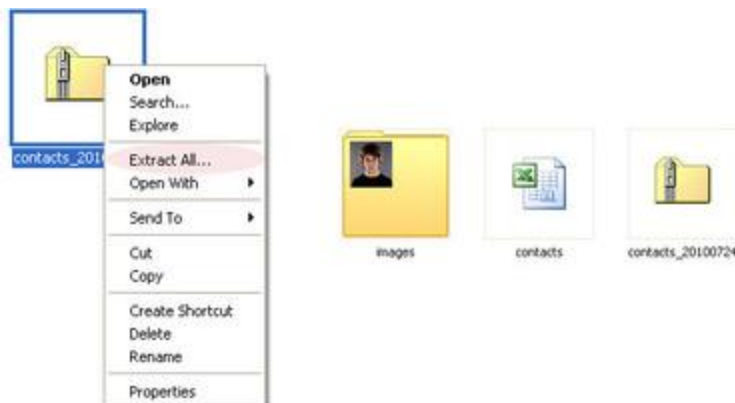
Step 4: You will see an address in export screen, enter this address in the browser in your computer.



Step 5: The export page will be displayed in the browser, click the only link to download the export file(a zip file).



Step 6: The downloaded zip file contains a file named 'contacts.xls' and a folder named 'images'.

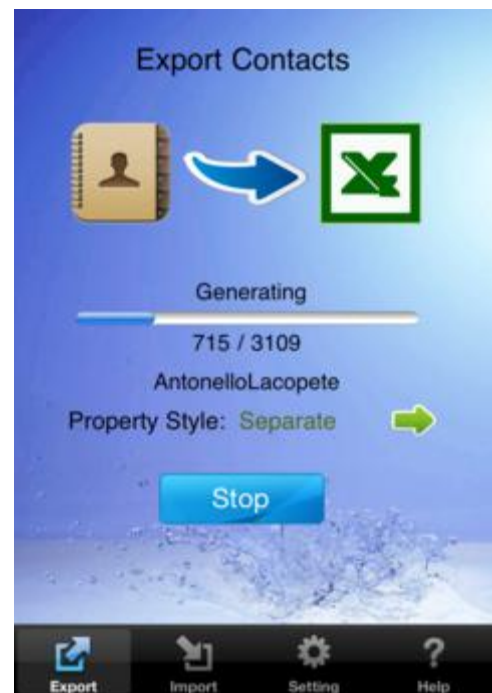


2.1.3 Export iPhone contacts and photos to PC via Email

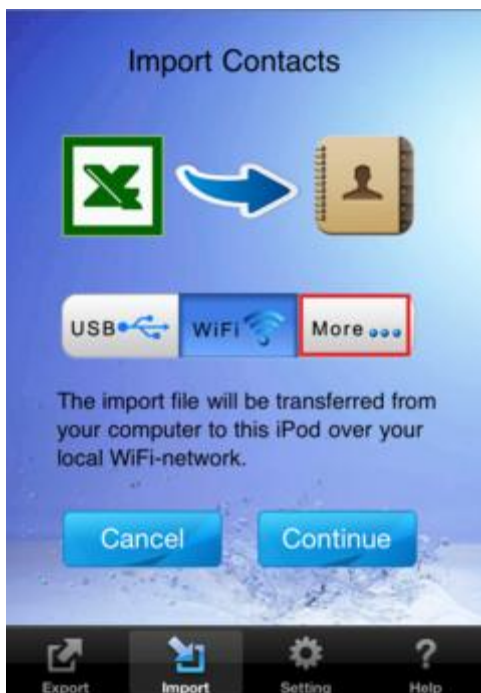
Step 1: Launch ExcelContacts app and tap the Start button in export screen.



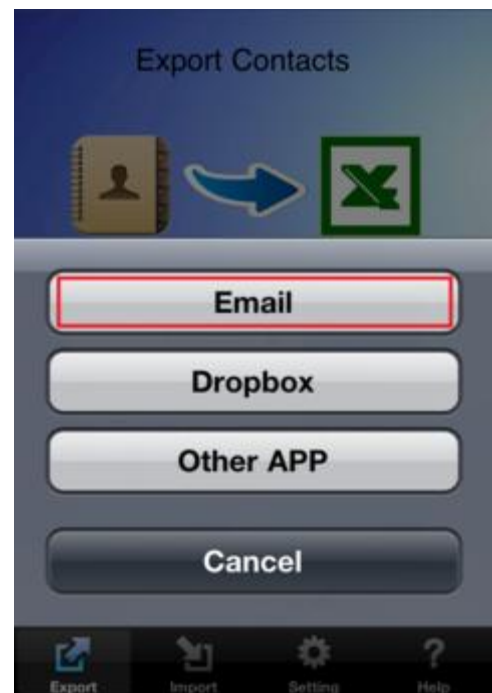
Step 2: Wait until the app generates the export file. There is a progress bar during the export.



Step 3: Select the "More..." export option.



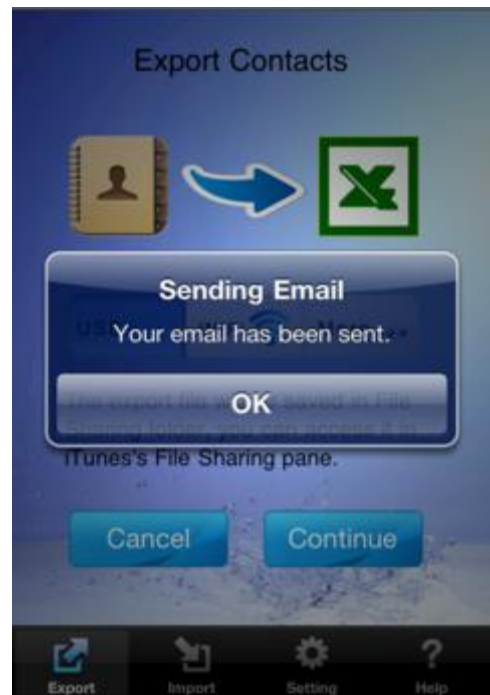
Step 4: Tap the Email button.



Step 5: Enter the desired email address and tap the Send button.

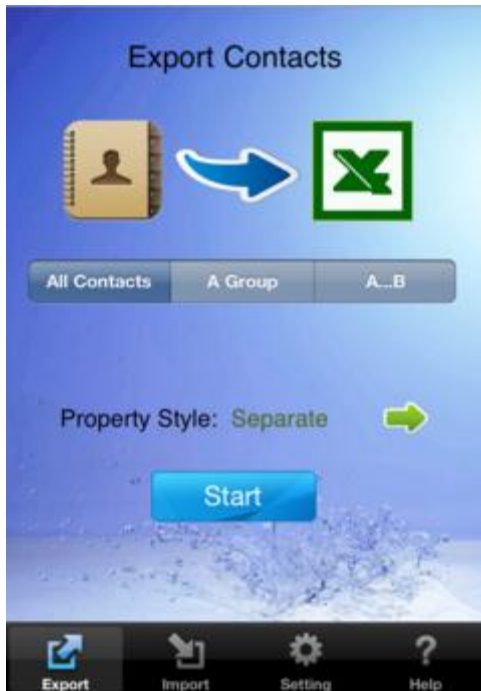


Step 6: Wait until the app display the following message.

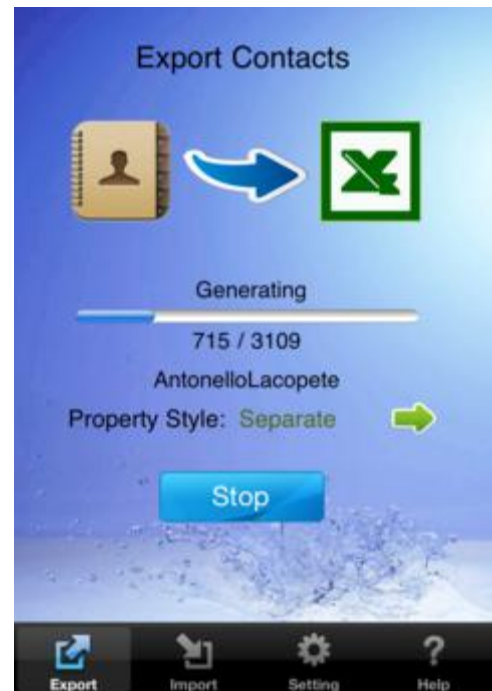


2.1.4 Export iPhone contacts and photos to PC via Dropbox

Step 1: Launch ExcelContacts app and tap the Start button in export screen.



Step 2: Wait until the app generates the export file. There is a progress bar during the export.



Step 3: Select the "More..." export option.



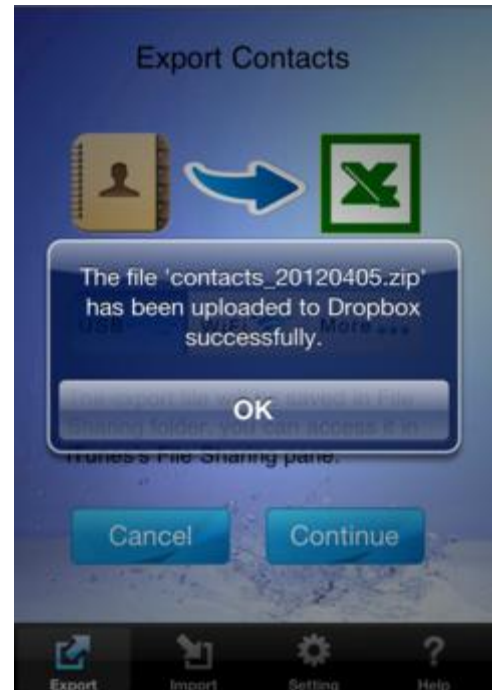
Step 4: Tap the Dropbox button.



Step 5: The app will open a page to ask you to authorize the app access your dropbox. You can tap "Allow" to continue, tap "Cancel" to exit and tap "Change" to change dropbox account. (If you have already authorized before, the app will skip this step.)

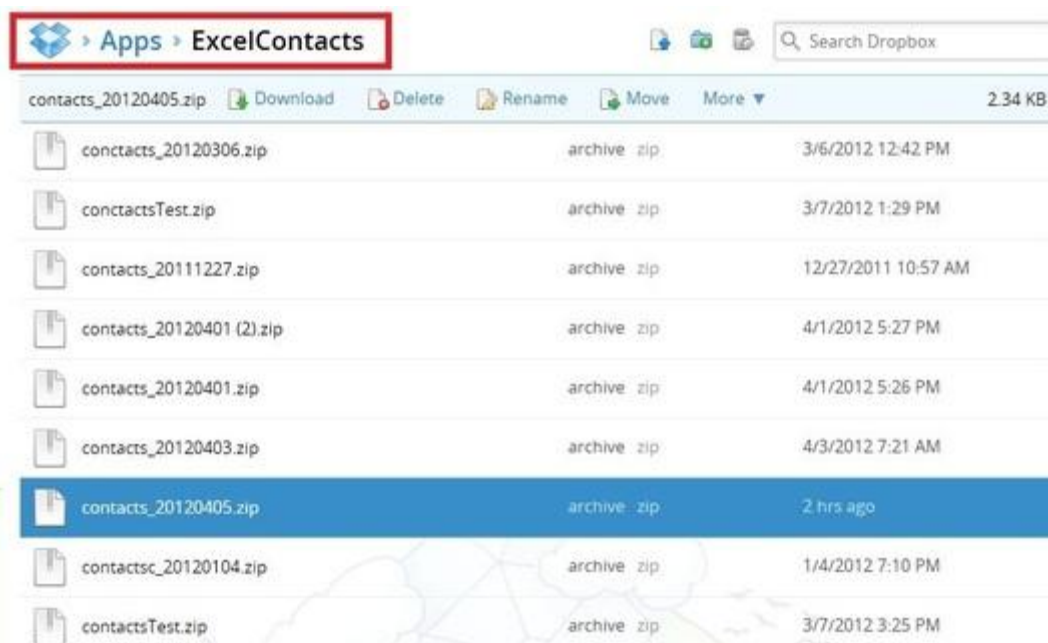


Step 6: After tapping "Allow", it will return to the app again. Wait until the app display the following message.



Step 7: Access the export file on Dropbox.

1. Log in to your dropbox account.
2. Select the 'Apps' folder.
3. Find an app folder named 'ExcelContacts', click and open it.
4. From the file list on your dropbox, select the export file you want and download it.

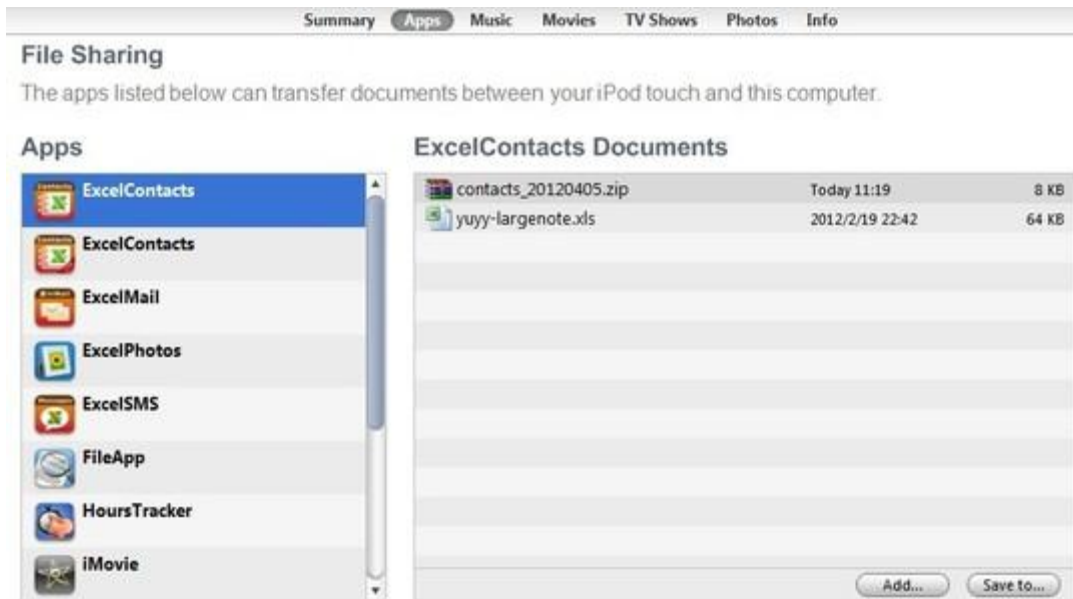


2.2 Import Contacts

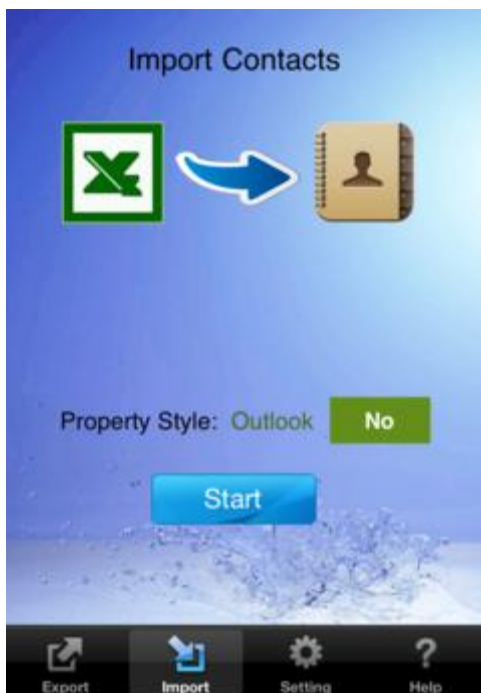
2.2.1 Import iPhone contacts and photos from PC via USB.

Step 1: Transfer the import file from your computer to your iPhone in iTunes.

1. Connect the iPhone to your computer and go to the File Sharing section in iTunes.
2. Click the Add... button, locate the file you want to transfer and click Choose.
3. To delete documents from iTunes' File Sharing list, select the name of the document and hit the Delete key on your computer's keyboard.
4. When done, you can disconnect the iPhone from the computer.



Step 2: Launch ExcelContacts app and tap start button in import screen.



Step 3: Select the "USB" import option.

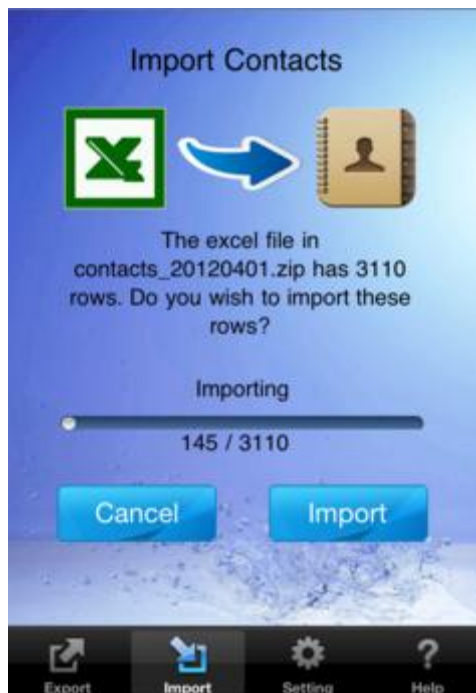


Step 4: Select a file for importing in File Sharing list.



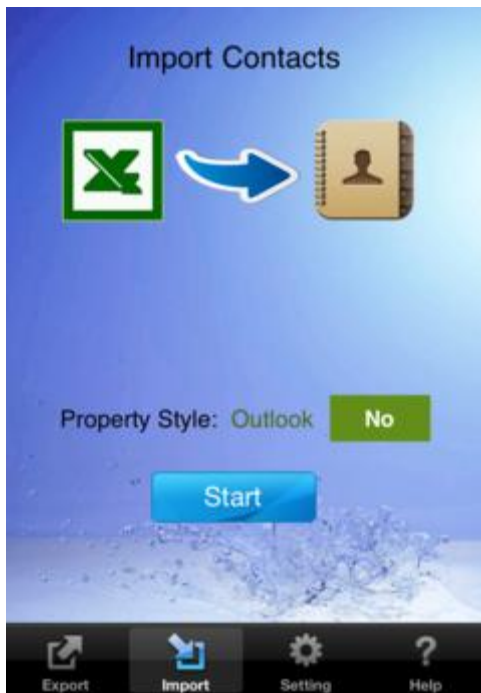
Step 5: The app will ask you to confirm, you can tap the Import button to continue or tap the Cancel button to exit.

Step 6: Wait until the app finish the import, there is a progress bar during the import.



2.2.2 Import iPhone contacts and photos from PC via Wi-Fi

Step 1: Launch ExcelContacts app and tap start button in import screen.



Step 2: Select the "Wi-Fi" import option.



Step 3: You will see an address in import screen, enter this address in the browser in your computer.



Step 4: The import page will be displayed in the browser, select the import file and press the Import button.



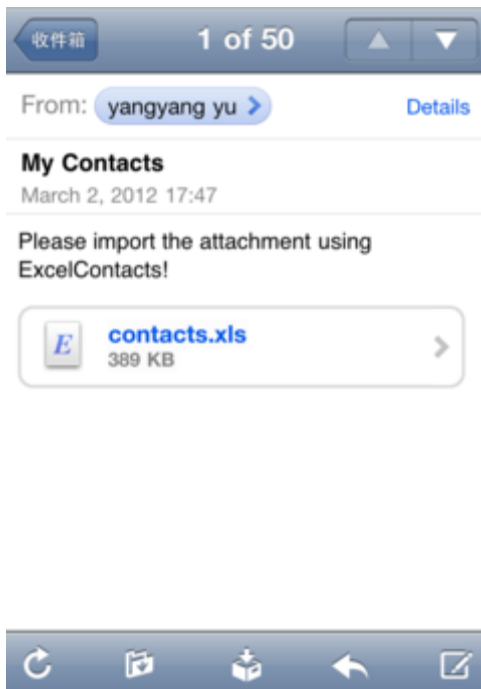
Step 5: Return to your iPhone, in import screen the app will ask you to confirm, you can tap the Import button to continue or tap the Cancel button to exit.

Step 6: Wait until the app finishes the import, There is a progress bar during the import.

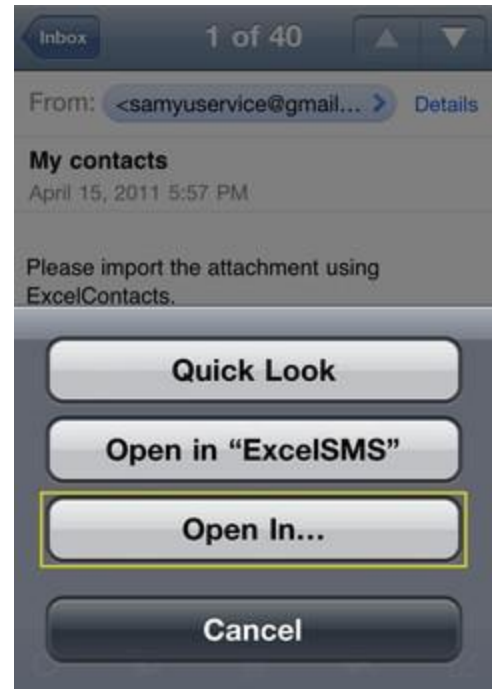


2.2.3 Import iPhone contacts and photos from PC via Email

Step 1: Open your email which contains the import file.



Step 2: Tap the attachment for 2-3 seconds. Then tap the “Open In...” button.

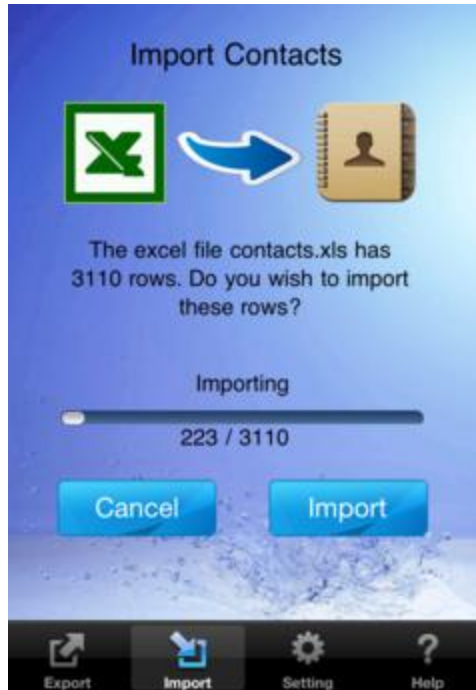


Step 3: Select the ExcelContacts icon. Then ExcelContacts will be launched.



Step 4: The app will ask you to confirm, you can tap the Import button to continue or tap the Cancel button to exit.

Step 5: Wait until the app finish the import, there is a progress bar during the import.



2.2.4 Import iPhone contacts and photos from PC via Dropbox

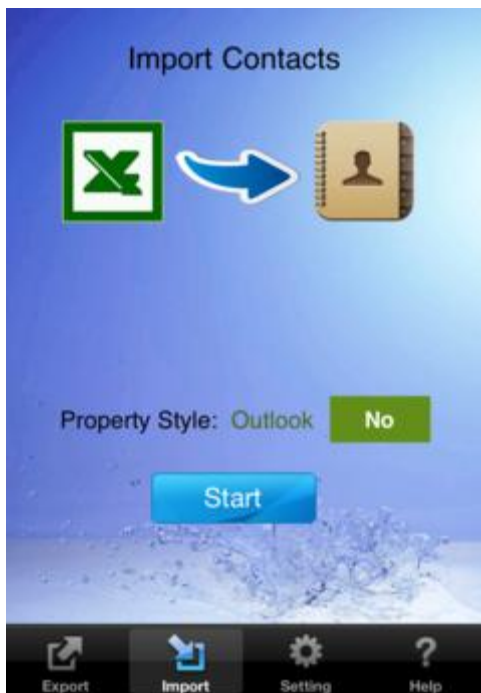
Step 1: Upload your file to Dropbox.

1. Log in to your Dropbox account.
2. Select the 'Apps' folder.
3. Find an app folder named 'ExcelContacts', click and open it.
4. Click the "Upload" button, select the file you need in your pc and upload it.
5. When it's done, you can find the file in Dropbox file list.

The top screenshot shows the Dropbox interface with the breadcrumb path **Dropbox » Apps » ExcelContacts**. Below the path, the **Upload** button is highlighted with a red box. The file list below shows a 'Parent folder' and two files: **contacts_20120305.zip** (1.91KB, 3/5/2012 2:14 PM) and **contacts_20120306.zip** (3.32KB, Yesterday 12:42 PM).

The bottom screenshot shows the same interface but with an additional file, **contactsTest.zip** (22.75KB, 2 secs ago), which is highlighted with a red box. The file list now includes: **contacts_20120305.zip**, **contacts_20120306.zip**, **contactsTest.zip**, **contacts_20111227.zip** (44.95KB, 12/27/2011 10:57 AM), and **contactsc_20120104.zip** (23.43KB, 1/4/2012 7:10 PM).

Step 2: Launch ExcelContacts app and tap start button in import screen.



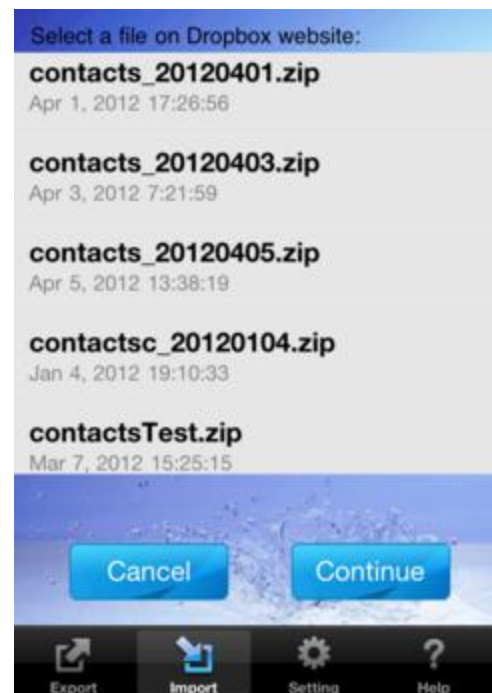
Step 3: Select the "More..." import option.



Step 4: Tap the "Dropbox" button.



Step 5: Select the file you want to import on Dropbox website and tap the continue button.



Step 6: The app will ask you to confirm, you can tap the Import button to continue or tap the Cancel button to exit.

Step 7: Wait until the app finish the import, there is a progress bar during the import.



2.3 Transfer contacts between iPhone and Gmail

2.3.1 Transfer contacts from iPhone to Gmail

Step 1: Launch ExcelContacts app. In the app's Exporting page, set the "Property Style" to "Gmail" Style. Then tap the start button.



Step 2: Export the contacts on your iPhone via USB/WIFI/Email/Dropbox. Read more about how to export contacts in chapter 2.1.1~2.1.4.

Step 3: Extract a csv file from the export zip file. The csv file is a UTF-8 encoding txt file and it may look like a mess if you open it using MS Excel directly. Don't try to edit it.

Step 4: Import contacts into Gmail by CSV.

1. Sign in to Gmail.
2. Click **Contacts** (located above the **Compose Mail** button) on any Gmail page.
3. From the **More** actions dropdown menu, select **Import....**
4. Click the **Choose File** button.
5. Select the csv file you've got in **step 2**, upload it and click the **Import** button.
6. When it's done, Gmail will display the number of contacts imported.

2.3.2 Transfer contacts from Gmail to iPhone

Step 1: Export your Gmail contacts list into a CSV file.

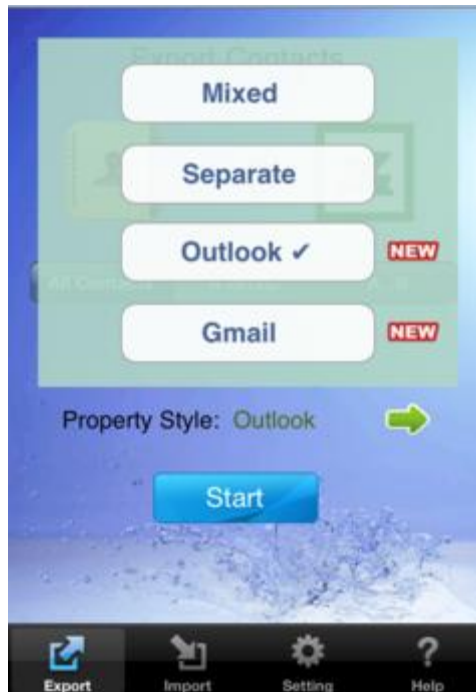
1. Sign in to Gmail
2. Click **Contacts** along the side of any Gmail page.
3. From the **More actions** drop-down menu, select **Export....**
4. Choose whether to export all contacts or only one group.
5. Select the **Google CSV** format.
6. Click **Export**.
7. Choose **Save to Disk** then click **OK**.
8. Select a location to save your file, and click **OK**.

Step 2: Launch ExcelContacts app. Import the CSV file you get in **step 1** via USB/WIFI/Email/Dropbox. Read more about how to import contacts in chapter 2.2.1~2.2.4

2.4 Transfer contacts between iPhone and Outlook

2.4.1 From iPhone to Outlook

Step 1: Launch ExcelContacts app. In the app's Exporting page, set the "Property Style" to "Outlook". Then tap the start button.



Step 2: Export the contacts on your iPhone via USB/WIFI/Email/Dropbox. Read more about how to export contacts in chapter 2.1.1~2.1.4.

Step 3: Extract the export zip file and get the **contacts.xls** file.

Step 4: Import contacts to Outlook from excel.

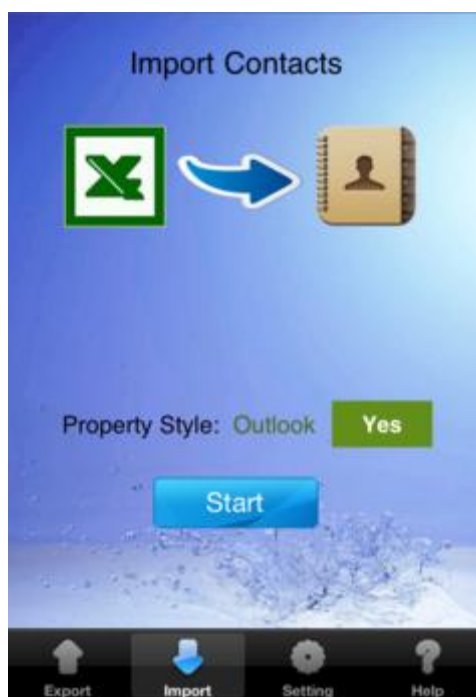
1. Under the File menu, select **Import and Export**.
2. In the Import and Export Wizard, choose the **Import from another program** or file option.
3. Click the **Next** button and choose the file type **Microsoft Excel 97-2003** and then click **Next**.
4. Now browse and select the **contacts.xls** file you get in **step3**.
5. Hit **Next** and select and choose the Destination Folder.
6. Finally confirm the action and hit the **Finish** button. Here you can change the destination as well. Your Excel sheet contacts will be imported to your destination folder.

2.4.2 From Outlook to iPhone

Step 1: Export contacts from Outlook to Excel.

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Export to a file**, and then click **Next**.
3. Click **Microsoft Excel 97-2003**, and then click **Next**.
4. In the folder list, click the **Contacts** folder, and then click **Next**.
5. Browse to the folder where you want to save the contacts as an Excel file (.xls).
6. Type a name for the exported file, and then click **OK**.
7. Click **Next**.
8. Click **Finish**.


Step 2: Launch ExcelContacts app. In the app's importing page, set the "Outlook" to "Yes". Then tap the start button.



Step 3: Import contacts from the excel file you've got in step 2 via USB/WIFI/Email/Dropbox. Read more about how to import contacts in chapter 2.2.1~2.2.4

3 FORMAT

3.1 Mixed format


Bob Kelvin

work (802) 111-1111

mobile (802) 222-2222

AAA (802) 333-3333

BBB (802) 444-4444

work Kelvin@gmail.com

CCC Kelvin@hotmail.com

DDD Kelvin@msn.com

home page Kelvin.warnerbos.com

HHH Kelvin.warner.com

work 1001 Parker St.
Berkeley CA 654321
United States

FFF 1001 E
Surrey
England
123456
United Kingdom

anniversary November 30, 2001

III January 1, 2012

work Kelvin@msn.com (MSN Me...)


GGG Kelvin@yahoo.com (Yahoo...)

D	
1	Phonenumbers
	Work:(802)1111-111 Mobile:(802)2222-222 AAA:(802)3333-333
2	BBB:(802)4444-444
E	
1	Emailaddresses
	Work:Kelvin@gmail.com CCC:Kelvin@hotmail.com
2	DDD:Kelvin@msn.com
H	
1	WebsiteURLs
	HomePage:Kelvin.warnerbos.com
2	HHH:Kelvin.warner.com
F	
1	Addresses
	Work: Street 1001 Parker St. City Berkeley State CA ZIP 654321 FFF: Street 1001 E City Surrey State England ZIP 123456
2	CountryCode gb
I	
1	AssociatedDates
	Anniversary:11/30/01
2	III:1/1/12
G	
1	InstantMessageIDs
	Work: MSN Kelvin@msn.com GGG:
2	Yahoo Kelvin@yahoo.com

As shown in the picture above, the left is an example contact on the iPhone, the right is the export excel file. The mixed style has features as follows:

- Mixed style contains six multiple value properties. They are "**Phonenumbers**", "**Emailaddresses**", "**Addresses**", "**WebsiteURLs**", "**AssociatedDates**" and "**InstantMessageIDs**".
- The six multiple value properties have specific format. If the input value is not in exactly the expected format. It will not be imported.
- All custom labels, for example the custom phone number labels "AAA", "BBB" can both be exported and imported.

3.2 Separate format


Bob Kelvin

work (802) 111-1111

mobile (802) 222-2222

AAA (802) 333-3333

BBB (802) 444-4444

work Kelvin@gmail.com

CCC Kelvin@hotmail.com

DDD Kelvin@msn.com

home page Kelvin.warnerbos.com

HHH Kelvin.warner.com

work 1001 Parker St.
Berkeley CA 654321
United States

FFF 1001 E
Surrey
England
123456
United Kingdom

anniversary November 30, 2001

III January 1, 2012

work Kelvin@msn.com (MSN Me...)

GGG Kelvin@yahoo.com (Yahoo...)

Phone numbers

D	E
Mobile	WorkPhone
(802)2222-222	(802)1111-111
F	G
AAAPhone	BBBPhone
(802)3333-333	(802)4444-444

Email Addresses

H	I
WorkEmailAddress	OtherEmailAddress1
Kelvin@gmail.com	Kelvin@hotmail.com
J	
OtherEmailAddress2	
Kelvin@msn.com	

Web site URLs

W	X
WebsiteURL1	WebsiteURL2
Kelvin.warnerbos.com	Kelvin.warner.com

Addresses

K	L	M	N	O
WorkStreet	WorkCity	WorkState	WorkZIP	WorkCountry
1001 Parker St.	Berkeley	CA	654321	us
P	Q	R	S	T
OtherStreet	OtherCity	OtherState	OtherZIP	OtherCountry
1001 E	Surrey	England	123456	gb

Instant message IDs

Y	Z
AssociatedDate1	AssociatedDate2
11/30/2001	1/1/2012

Associated dates

U	V
InstantMessageID1	InstantMessageID2
MSN Kelvin@msn.com	Yahoo Kelvin@yahoo.com

The picture above is an example of export file in Separate format. The Separate property style has features as follows:

- Property values are single lines. Separate **Addresses, Phonumbers, Emailaddresses, Websiteurls, InstantMessageIDs, AssociatedDates** properties compared with Mixed format.
 1. Addresses is separated to Street/City/State/ZIP
 2. Phonumbers is separated to Mobile / WorkPhone /HomePhone /WorkFax /HomeFax/ OtherPhone
 3. Emailaddresses is separated to EmailAddress1/EmailAddress2.
 4. Websiteurls is separated to Websiteurl1/ Websiteurl2.
 5. InstantMessageIDs is separated to InstantMessage1/ InstantMessage2.
 6. AssociatedDates is separated to AssociatedDate1/ AssociatedDate2.
- Only the custom labels for phone numbers can be imported and exported while Other contact properties' custom labels (Email addresses, Addresses, etc) cannot. For example, the two custom labels "CCC","DDD" for email addresses will be transfers to "OtheEmailAddresses1", "OtherEmailAddresses2" in the export excel file.
- The property name for custom phone number should be **<CustomLable>Phone**. For example, **CarPhone**.

3.3 Format your excel for importing

The contents of excel spreadsheet can mainly divided into two parts: column headers in the first row and the rest contacts' detail information rows. Each column header name must be a valid property name. Each row represents one contact, if firstname, middlename, lastname, and company are all empty, this row cannot be imported.

First row should contain column headings

	A	B	C	D	E	F	G	H	I
1	Groupname	Lastname	Firstname	Mobile	WorkPhone	HomePhone	Company	Emailaddress	Image
2	Friend	Potter	Harry	(123)4567-890			ABC	harrypotter@gmail.com	1.jpg
3									
4									
5									

Make each row a record

3.3.1 Column headers

Column headers must be valid property names, otherwise the app will beep on error when you import. **Figure 3-1** is a list of all **valid column headers**.

Mixed

Just choose the column headers you need from **Prat I & Part II** in Figure 3-1.

Separate

- choose the column headers you need from **Prat I & Part III** in Figure 3-1.
- You have to define your own column headers if you want to make custom labels for phone numbers. The format is **<CustomLabel>Phone**, eg: CarPhone, PrivatePhone.
- If you have **multiple mobile numbers**, the column headers should be "Mobile1", "Mobile2", etc. Similarly, column headers for multiple work phone numbers are "WorkPhone1", "WorkPhone2", etc.
- Column headers for multiple email addresses are "EmailAddress1", "EmailAddress2", etc. Similarly, for multiple website urls are "WebsiteURLs1", "WebsiteURLs2", etc.

Tips:

- **You can use Mixed column headers and Separate column heads in one excel spreadsheet for importing, which means column headers as follows is allowed:**

	A	B	D	N	O	P	Q	R
1	Groupname	Firstname	Lastname	WorkPhone1	WorkPhone2	Mobile	Emailaddresses	Addresses
	Test	Friends	Business	<u>single line</u>			<u>mutiple lines</u>	Work: Street 1001 Parker St. City Berkeley State CA ZIP 654321
2	Workmates	Bob	Kelvin	(802)1111-111	(802) 222-2222	(802)3333-333	Work:Kelvin@gmail.com CCC:Kelvin@hotmail.com DDD:Kelvin@msn.com	

- Since only custom labels defined for phone numbers can be imported and exported in Separate properties style, Mixed would be a better choice if you want to keep all the customs labels.

- If you find the format a little too complicated, we suggest you edit an example contacts with all the properties you need on your iPhone, then export it to get a template excel file. Next time you can enter contact information directly without worrying about the column headers' validness.

Figure 3-1 valid column headers

Part I For Both	Part II Mixed Only	Part III Separate Only			
Groupname	Phonenumbers	Mobile[1/2/3...] (eg: Mobile1, Mobile2, ...) iPhone[1/2/3...]			
Firstname	Addresses				
Lastname		HomePhone[1/2/3...]			
Middlename	EmailAddresses	WorkPhone[1/2/3...]			
Prefix	WebsitURLs	OtherPhone[1/2/3...]			
Suffix		<CustomLabel>Phone[1/2/3...]			
Nickname	InstantMessageIDs				
FirstnamePhonetic		HomeFax[1/2/3...]			
LastnamePhonetic	AssociatedDates	WorkFax[1/2/3...]			
MiddlenamePhonetic		OtherFax[1/2/3...]			
Jobtitle	RelatedNames	WorkStreet[1/2/3...]	HomeStreet[1/2/3...]	OtherStreet[1/2/3...]	
		WorkCity	HomeCity	OtherCity	
	SocialProfiles	WorkState	HomeState	OtherState	
		WorkZIP	HomeZIP	OtherZIP	
Department		WorkCountry	HomeCountry	OtherCountry	
Company					
Birthdate		EmailAddress[1/2/3...]			
Note		WebsiteURL[1/2/3/...]			
		InstantMessageID[1/2/3...]			
Image		AssociatedDate[1/2/3...]			
		RelatedName[1/2/3...]			
		SocialProfile[1/2/3...]			

3.3.2 Enter contacts' information

If you edit excel in Separate style, then no particular format required in cells. But for Mixed style, the values in the cells of these properties should follow specific format: **Phonenumbers, Addressed, EmailAddresses, WebsitURLs, InstantMessageIDs, AssociatedDates**. The format is shown as **Figure 3-2**

- the **Country Code** should be an **ISO 3166 country code**, for example gb: United Kingdom, us: United States. If Empty, use default country on your iPhone
- The size of input for "Note" is limited to 4KB. The part in excess will lose.
- If cells' date type is set to TEXT, when you enter date information, five ways for your choice:
MM/DD/YYYY, YYYY-MM-DD, YYYYMMDD, DD-MM-YYYY, DD.MM.YYYY

Figure 3-2: Format

Column headers	Format	Example								
Groupname	<group name1> ¹ <group name2> ...	<table><tr><td>1</td><td>Groupname</td></tr><tr><td></td><td>Friends Business</td></tr><tr><td>2</td><td>...</td></tr></table>	1	Groupname		Friends Business	2	...		
1	Groupname									
	Friends Business									
2	...									
Phonenumbers	<label1>:<phone number1> <label2>:<phone number2> ...	<table><tr><td>1</td><td>Phonenumbers</td></tr><tr><td></td><td>Mobile:(802)2222-222 Work:(802)1111-111</td></tr><tr><td>2</td><td>...</td></tr></table>	1	Phonenumbers		Mobile:(802)2222-222 Work:(802)1111-111	2	...		
1	Phonenumbers									
	Mobile:(802)2222-222 Work:(802)1111-111									
2	...									
Mobile[1/2/3...]	Single line No formatting	<table><tr><td>1</td><td>Mobile1</td><td>Mobile2</td><td>Mobile3</td></tr><tr><td>2</td><td>15654641545</td><td>16568456554</td><td>13544748943</td></tr></table>	1	Mobile1	Mobile2	Mobile3	2	15654641545	16568456554	13544748943
1		Mobile1	Mobile2	Mobile3						
2		15654641545	16568456554	13544748943						
iPhone[1/2/3...]		<table><tr><td>1</td><td>iPhone1</td><td>iPhone2</td><td>iPhone3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	iPhone1	iPhone2	iPhone3	2	1111-222	2222-333	3333-444
1		iPhone1	iPhone2	iPhone3						
2		1111-222	2222-333	3333-444						
WorkPhone[1/2/3...]		<table><tr><td>1</td><td>WorkPhone1</td><td>WorkPhone2</td><td>WorkPhone3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	WorkPhone1	WorkPhone2	WorkPhone3	2	1111-222	2222-333	3333-444
1		WorkPhone1	WorkPhone2	WorkPhone3						
2	1111-222	2222-333	3333-444							
HomePhone	<table><tr><td>1</td><td>HomePhone1</td><td>HomePhone2</td><td>HomePhone3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	HomePhone1	HomePhone2	HomePhone3	2	1111-222	2222-333	3333-444	
1	HomePhone1	HomePhone2	HomePhone3							
2	1111-222	2222-333	3333-444							
OtherPhone	<table><tr><td>1</td><td>OtherPhone1</td><td>OtherPhone2</td><td>OtherPhoen3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	OtherPhone1	OtherPhone2	OtherPhoen3	2	1111-222	2222-333	3333-444	
1	OtherPhone1	OtherPhone2	OtherPhoen3							
2	1111-222	2222-333	3333-444							
<Custom>Phone	<table><tr><td>1</td><td>CottagePhone</td><td>WeekendPhone</td><td>HelpPhone</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	CottagePhone	WeekendPhone	HelpPhone	2	1111-222	2222-333	3333-444	
1	CottagePhone	WeekendPhone	HelpPhone							
2	1111-222	2222-333	3333-444							
HomeFax	<table><tr><td>1</td><td>HomeFax1</td><td>HomeFax2</td><td>HomeFax3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	HomeFax1	HomeFax2	HomeFax3	2	1111-222	2222-333	3333-444	
1	HomeFax1	HomeFax2	HomeFax3							
2	1111-222	2222-333	3333-444							
WorkFax	<table><tr><td>1</td><td>WorkFax1</td><td>WorkFax2</td><td>WorkFax3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	WorkFax1	WorkFax2	WorkFax3	2	1111-222	2222-333	3333-444	
1	WorkFax1	WorkFax2	WorkFax3							
2	1111-222	2222-333	3333-444							
OtherFax	<table><tr><td>1</td><td>OtherFax1</td><td>OtherFax2</td><td>OtherFax3</td></tr><tr><td>2</td><td>1111-222</td><td>2222-333</td><td>3333-444</td></tr></table>	1	OtherFax1	OtherFax2	OtherFax3	2	1111-222	2222-333	3333-444	
1	OtherFax1	OtherFax2	OtherFax3							
2	1111-222	2222-333	3333-444							
WebsiteURLs	<label1>: <URL name1> <label2>: <URL name2> ...	<table><tr><td>1</td><td>WebsiteURLs</td></tr><tr><td></td><td>Work:Kelvin.warnerbos.com Business:Kelvin.warner.com</td></tr><tr><td>2</td><td>...</td></tr></table>	1	WebsiteURLs		Work:Kelvin.warnerbos.com Business:Kelvin.warner.com	2	...		
1	WebsiteURLs									
	Work:Kelvin.warnerbos.com Business:Kelvin.warner.com									
2	...									
WebsiteURL[1/2...]	Single line No formatting	<table><tr><td>1</td><td>WebsiteURL1</td><td>WebsiteURL2</td></tr><tr><td>2</td><td>Kelvin.warnerbos.com</td><td>Kelvin.warner.com</td></tr></table>	1	WebsiteURL1	WebsiteURL2	2	Kelvin.warnerbos.com	Kelvin.warner.com		
1	WebsiteURL1	WebsiteURL2								
2	Kelvin.warnerbos.com	Kelvin.warner.com								

1. When you enter multiple lines in one cell, use **ALT+Enter** to make a line break.

Emailaddresses	<label1>:<email address1> <label2>:<email address2> ...	<table><tr><td>1</td><td>Emailaddresses</td></tr><tr><td>2</td><td>Work:Kelvin@gmail.com Home:Kelvin@hotmail.com ...</td></tr></table>	1	Emailaddresses	2	Work:Kelvin@gmail.com Home:Kelvin@hotmail.com ...		
1	Emailaddresses							
2	Work:Kelvin@gmail.com Home:Kelvin@hotmail.com ...							
EmailAddress[1/2...]	Single line No formatting	<table><tr><td>1</td><td>EmailAddress1</td><td>EmailAddress2</td></tr><tr><td>2</td><td>Kelvin@gmail.com</td><td>Kelvin@hotmail.com</td></tr></table>	1	EmailAddress1	EmailAddress2	2	Kelvin@gmail.com	Kelvin@hotmail.com
1	EmailAddress1	EmailAddress2						
2	Kelvin@gmail.com	Kelvin@hotmail.com						
WorkEmailAddress[1/2...]		<table><tr><td>1</td><td>WorkEmailAddress1</td><td>WorkEmailAddress2</td></tr><tr><td>2</td><td>Kelvin@gmail.com</td><td>Kelvin@hotmail.com</td></tr></table>	1	WorkEmailAddress1	WorkEmailAddress2	2	Kelvin@gmail.com	Kelvin@hotmail.com
1	WorkEmailAddress1	WorkEmailAddress2						
2	Kelvin@gmail.com	Kelvin@hotmail.com						
HomeEmailAddress[1/2...]		<table><tr><td>1</td><td>HomeEmailAddress1</td><td>HomeEmailAddress2</td></tr><tr><td>2</td><td>Kelvin@gmail.com</td><td>Kelvin@hotmail.com</td></tr></table>	1	HomeEmailAddress1	HomeEmailAddress2	2	Kelvin@gmail.com	Kelvin@hotmail.com
1	HomeEmailAddress1	HomeEmailAddress2						
2	Kelvin@gmail.com	Kelvin@hotmail.com						
OtherEmailAddress[1/2...]		<table><tr><td>1</td><td>OtherEmailAddress1</td><td>OtherEmailAddress2</td></tr><tr><td>2</td><td>Kelvin@gmail.com</td><td>Kelvin@hotmail.com</td></tr></table>	1	OtherEmailAddress1	OtherEmailAddress2	2	Kelvin@gmail.com	Kelvin@hotmail.com
1	OtherEmailAddress1	OtherEmailAddress2						
2	Kelvin@gmail.com	Kelvin@hotmail.com						

Addresses	<div><Label1>: Street <street name1> City <city name1> State <state name1> ZIP <Zip code1> CountryCode¹ <Country Code1> <Label2>: Street <street name2> City <city name2> State <state name2> ZIP <Zip code2> CountryCode <Country Code2> ...</div>	<table><tr><td>1</td><td>Addresses</td></tr><tr><td></td><td>Work: Street 1001 Parker St. City Berkeley State CA ZIP 654321 CountryCode us</td></tr><tr><td></td><td>Cottage: Street 1001 E City Surrey State England ZIP 123456 CountryCode gb</td></tr><tr><td>2</td><td>...</td></tr></table>	1	Addresses		Work: Street 1001 Parker St. City Berkeley State CA ZIP 654321 CountryCode us		Cottage: Street 1001 E City Surrey State England ZIP 123456 CountryCode gb	2	...
1	Addresses									
	Work: Street 1001 Parker St. City Berkeley State CA ZIP 654321 CountryCode us									
	Cottage: Street 1001 E City Surrey State England ZIP 123456 CountryCode gb									
2	...									

WorkStreet[1/2...]
WorkCity
WorkState
WorkZIP
WorkCountry

HomeStreet[1/2...]
HomeCity
HomeState
HomeZIP
HomeCountry

OtherStreet[1/2...]
OtherCity
OtherState
OtherZIP
OtherCountry

Single line
No formatting

1	WorkStreet1	WorkStreet2	WorkCity	WorkState	WorkZIP	WorkCountry
2	1001 Parker	1006 Parken	Berkeley	England	654321	us

1	HomeStreet1	HomeStreet2	HomeCity	HomeState	HomeZIP	HomeCountry
2	1001 E	1004 E	Surrey	England	123546	gb

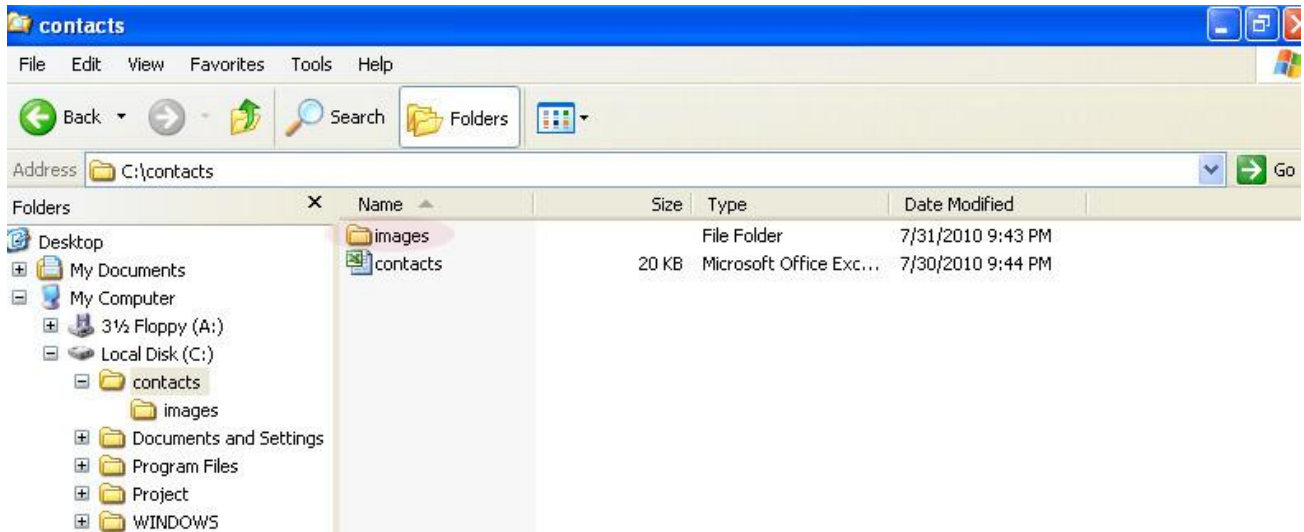
1	OtherStreet1	OtherStreet2	OtherCity	OtherState	OtherZIP	OtherCountry
2	1001 E	1004 E	Surrey	England	123546	gb

1. Country code should be an **ISO 3166 country code**.

InstantMessageIDs	<Label1>: <Service name1> <Instant message id1> <Label2>: <Service name2> <Instant message id2> ...	<table><tr><td>1</td><td colspan="2">InstantMessageIDs</td></tr><tr><td></td><td colspan="2">Work: MSN Kelvin@msn.com</td></tr><tr><td></td><td colspan="2">Home: Yahoo Kelvin@yahoo.com</td></tr><tr><td>2</td><td colspan="2">...</td></tr></table>	1	InstantMessageIDs			Work: MSN Kelvin@msn.com			Home: Yahoo Kelvin@yahoo.com		2	...	
1	InstantMessageIDs													
	Work: MSN Kelvin@msn.com													
	Home: Yahoo Kelvin@yahoo.com													
2	...													
InstantMessageID[1/2...]	Single line No formatting	<table><tr><td>1</td><td>InstantMessageID1</td><td>InstantMessageID2</td></tr><tr><td>2</td><td>MSN Kelvin@msn.com</td><td>Yahoo Kelvin@yahoo.com</td></tr></table>	1	InstantMessageID1	InstantMessageID2	2	MSN Kelvin@msn.com	Yahoo Kelvin@yahoo.com						
1	InstantMessageID1	InstantMessageID2												
2	MSN Kelvin@msn.com	Yahoo Kelvin@yahoo.com												
AssociatedDates	<Label1>: <date1> <Label2>: <date2> ...	<table><tr><td>1</td><td colspan="2">AssociatedDates</td></tr><tr><td></td><td colspan="2">Anniversary: 11/30/01</td></tr><tr><td></td><td colspan="2">Meet: 1/1/12</td></tr><tr><td>2</td><td colspan="2">...</td></tr></table>	1	AssociatedDates			Anniversary: 11/30/01			Meet: 1/1/12		2	...	
1	AssociatedDates													
	Anniversary: 11/30/01													
	Meet: 1/1/12													
2	...													
AssociatedDate[1/2...]	Single line No formatting	<table><tr><td>1</td><td>AssociatedDate1</td><td>AssociatedDate2</td></tr><tr><td>2</td><td>11/30/2001</td><td>1/1/2012</td></tr></table>	1	AssociatedDate1	AssociatedDate2	2	11/30/2001	1/1/2012						
1	AssociatedDate1	AssociatedDate2												
2	11/30/2001	1/1/2012												
RelatedNames	<Label1>: <name1> <Label2>: <name2> ...	<table><tr><td></td><td colspan="2">A</td></tr><tr><td>1</td><td colspan="2">RelatedNames</td></tr><tr><td></td><td colspan="2">sister: Lily</td></tr><tr><td>2</td><td colspan="2">brother: Tom</td></tr></table>		A		1	RelatedNames			sister: Lily		2	brother: Tom	
	A													
1	RelatedNames													
	sister: Lily													
2	brother: Tom													
RelatedName[1/2...]	Single line No formatting	<table><tr><td></td><td>A</td><td>B</td></tr><tr><td>1</td><td>RelatedName1</td><td>RelatedName2</td></tr><tr><td>2</td><td>sister: Lily</td><td>brother: Tom</td></tr></table>		A	B	1	RelatedName1	RelatedName2	2	sister: Lily	brother: Tom			
	A	B												
1	RelatedName1	RelatedName2												
2	sister: Lily	brother: Tom												
SocialProfiles	<Service name1>: <profile 1> <Service name2>: <profile 2> ...	<table><tr><td></td><td colspan="2">A</td></tr><tr><td>1</td><td colspan="2">SocialProfiles</td></tr><tr><td></td><td colspan="2">Twitter: twitter@gmail.com</td></tr><tr><td>2</td><td colspan="2">Facebook: facebook@gmail.com</td></tr></table>		A		1	SocialProfiles			Twitter: twitter@gmail.com		2	Facebook: facebook@gmail.com	
	A													
1	SocialProfiles													
	Twitter: twitter@gmail.com													
2	Facebook: facebook@gmail.com													
SocialProfile[1/2...]	Single line No formatting	<table><tr><td></td><td>A</td><td>B</td></tr><tr><td>1</td><td>SocialProfile1</td><td>SocialProfile2</td></tr><tr><td>2</td><td>Twitter: twitter@gmail.com</td><td>Facebook: facebook@gmail.com</td></tr></table>		A	B	1	SocialProfile1	SocialProfile2	2	Twitter: twitter@gmail.com	Facebook: facebook@gmail.com			
	A	B												
1	SocialProfile1	SocialProfile2												
2	Twitter: twitter@gmail.com	Facebook: facebook@gmail.com												

3.3.3 Add contact photos

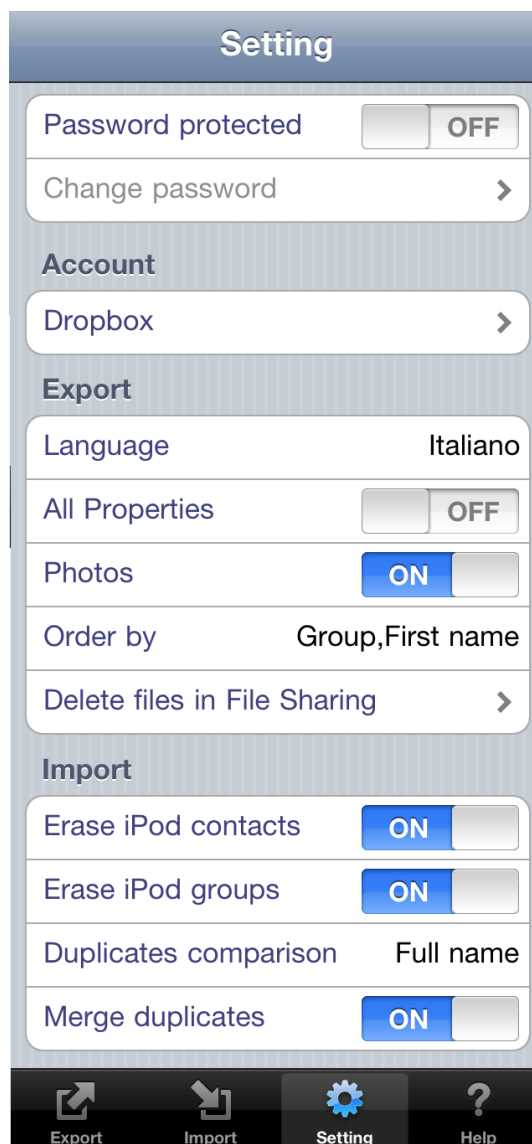
Step 1: Copy contacts photos to the folder images



Step 2: Enter the photo filename

	H	I	J	K
1	Emailaddresses	Addresses	InstantMessages	Image
		Home: Street #4 Privet Drive, Little Whinging City Surrey State England Work: Street #4 Privet Drive, Little Whinging City Surrey State England	Work: MSN harrypotter@msn.com Home: Yahoo harrypotter@yahoo.com	
2	Work: harrypotter@gmail.com Home: harrypotter@msn.com			1.jpg
3				

4 SETTING PAGE



1. Password protected

On: Password protects your export zip file. You need to enter password when extract export file.

Off: No password protected.

2. Change password

When “Password protected” is on, you can set or change your password here.

3. Dropbox

Set and change your dropbox accounts here.

4. Language

Select the language of exporting excel file:

- English
- Deutsch
- Español

- Français
- Italiano
- 日本語
- Português
- Русский
- 简体中文
- 繁體中文

5. All Properties

On : All contact properties will be exported to contacts.xls

Off : Only not-null properties will be exported to contacts.xls

6. Photos

On : Contact photos will be exported

Off : Don't export the contact photos

7. Order by

Set the sort order of contacts in the export file.

- Group, Lastname
- Group, Firstname
- Last name
- First name

8. Delete files in File Sharing

See and delete files existing in File Sharing.

9. Erase iPhone contacts

On: All contacts in iPhone will be removed first and then contacts in the import file will be added to iPhone.

Off: Don't remove iPhone contacts when import.

10. Erase iPhone groups

On: All groups in iPhone will be removed first and then contacts in the import file will be added to iPhone.

Off: Don't remove iPhone contact groups when import.

11. Duplicate comparison

Set which property will be used in duplicate detection.

- Full name
- Mobile
- Email

12. Merge duplicates

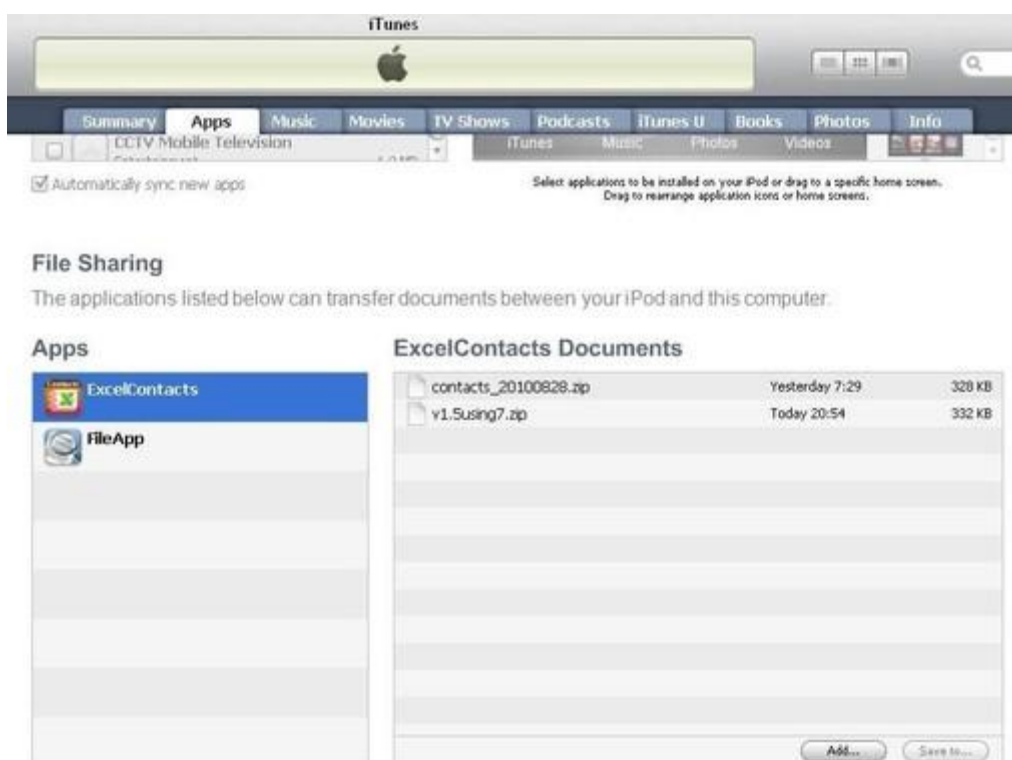
On: If the contact is existed in iPhone, it will be overwritten by the contact in import excel file.

Off: All contacts in import file will be added to iPhone.

5 FAQ

Q1: How to access the export file in iTunes?

1. Connect your iPhone to your computer via the Dock Connector USB cable.
2. Launch iTunes and go to the Apps tab for your iPhone. Scroll down to the File Sharing section at the bottom of the window.
3. From the left column of the File Sharing section, select ExcelContacts app.
4. From the right column, select the export file you want to transfer. Click the Save to... button.
Alternatively, you can drag the desired document to any Finder location.
5. The last step is to wait. There will be a several second lag, as iTunes prepares to do the transfer. Finally, iTunes initiates a sync and the selected file is copied to your computer.



Q2: How to put the import file to File Sharing folder in iTunes?

1. Connect the iPhone to your computer and go to the File Sharing section in iTunes.
2. Click the Add... button, locate the file you want to transfer and click Choose.
3. To delete documents from iTunes' File Sharing list, select the name of the document and hit the Delete key on your computer's keyboard.
4. When done, you can disconnect the iPhone from the computer.

Q3: How to generate the import file?

1. Make sure all contact information are stored in an excel file named 'contacts.xls'. Make sure 'contacts.xls' is saved as a 97-2003 workbook.
2. Make sure all contact photo files are stored in a folder named 'images'. The folder 'images' and the file 'contacts.xls' must be in the same folder.
3. Compress the file 'contacts.xls' and the folder 'images' to a **zip** file.

Q4: Can the app export all phone numbers to separate columns (mobile, workphone, homephone etc) instead of a combined column 'phonenumbers' ?

Yes, the app can. You should set the "Property Style" to "Separate" in exporting page (just click the green arrow icon). And then export again.

Q5: If I have multiple mobile numbers or multiple work phone numbers, how can I label these in column headings?

The column headings should be "mobile1","mobile2","workphone1","workphone2" etc. You can also label multiple email addresses in column headings "emailaddress1","emailaddress2". Label multiple instant message ids in column headings "instantmessageid1","instantmessageid2".

Q6: How to select Separate/ Mixed / Gmail / Outlook property style?

On the app's Exporting page, tap the green arrow, set the "Property Style" to "Mixed / Separate / Outlook / Gmail". Then export your contacts.



Q7: How to assign multiple groups to a contact?

If you want to assign multiple groups to a contact, 3 ways for your choice.

1. Add groups in the "Groupname" cell. The format is:

Groupname	<group name1> <group name2> ...	<table><tr><td></td><td>A</td></tr><tr><td>1</td><td>Groupname</td></tr><tr><td></td><td>Business Friends Workmates</td></tr><tr><td>2</td><td>...</td></tr></table>		A	1	Groupname		Business Friends Workmates	2	...
	A									
1	Groupname									
	Business Friends Workmates									
2	...									

Enter **Alt-Enter** to make a line break.

2. Add another columns named "Groupname", and then enter group name in each cell. eg:

	A	B	C
1	Groupname	Groupname	Groupname
2	Business	Friends	Workmates

3. Use a mix of approach1 and approach2. eg:

	A	B
1	Groupname	Groupname
	Business	
2	Friends	Workmates